

CALSTARS/FSCU – FISCAL YEAR 2011/12 PLANNER

July 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CALSTARS Processing Times: <ul style="list-style-type: none"> Cost Allocation 10:00 AM Labor Distribution 3:00 PM Nightly Processing 6:00 PM * YEC/YEO 6:00 PM <p>*On the last working day of each month, nightly processing begins at 5:00 PM rather than 6:00 PM</p>					1 Happy New Fiscal Year!  CALSTARS Saturday Hotline starts tomorrow.	2 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
3	4  Independence Day	5 Monthly UCM web update.	6	7	8	9 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
10	11	12	13	14 Reminder: Complete quarterly SWCAP transfer by end of the month.	15 Pro Rata/SWCAP Workload data due from central service agencies.	16 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
17	18 Look for Budget Letter on 2011-12 Late Payment Penalty Rates.	19	20	21	22 Have you ordered and received all of your monthly CALSTARS reports?	23 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
24	25	26	27	28	29 Last day to run monthly CA/FS by 10AM. 4 th quarter CMIA reports due from departments.	30 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM Month-end rollover.
31						

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August 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Reminder: CS 12.45 -June payroll expenditures by fund due to Finance budget analyst by August 5 th . New requirment – Year End Report 13 due to Finance- FSCU by August 22 nd SAM Section 7974.	1 Statements due to SCO for General Fund, Feeder Funds, and Economic Uncertainty Funds. PAY DAY	2 Monthly UCM web update.	3	4	5 Pro Rata/SWCAP expenditures due from central service agencies.	6 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM
7	8	9	10	11	12	13 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
14	15 1st quarter Pro Rata transfer by SCO.	16	17	18	19  CALSTARS Saturday Hotline ends tomorrow. Last day to transmit auto Year-End DB3 data (Set indicator by 6PM).	20 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
21	22 Statements due to SCO for all funds other than General Fund, Feeder Funds and Economic Uncertainty Funds.	23 Reminder: Run YEC/YEO before CA/FS.	24 Have you ordered and received all of your monthly CALSTARS reports?	25 Register for CALSTARS 2011/12 training classes.	26	27
28	29	30 Last day to run monthly CA/FS by 10AM.	31 Month-end rollover. State Fund Accounting Course-Class 131 starts. PAY DAY	CALSTARS Contacts: Hotline Hotline E-mail Fax Training Registrars Production Control FSCU Contacts: Hotline Hotline E-mail Fax Pro Rata SWCAP Pro Rata/SWCAP E-mail State Fund Accounting		
				(916) 327-0100 hotline@dof.ca.gov (916) 323-4049 (916) 445-0211, Ext. 2811 or 2812 (916) 323-7541 (916) 324-0385 fscuhotline@dof.ca.gov (916) 445-2854 (916) 445-3434 ext 2138 (916) 445-3434 ext 2139 fiprowsp@dof.ca.gov (916) 445-3434 ext 2142		

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September 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Question: When should a department prepare an Indirect Cost Rate Proposal (ICRP) or Cost Allocation Plan (CAP)?</p> <p>Answer: Generally, each department receiving federal funds must prepare an ICRP or CAP to recover departmental and statewide indirect costs (SWCAP) from the federal government. See SAM sections 8755-8756. Finance, FSCU is offering training to departments on the preparation of ICRPs this month. More information on the training can be found at: http://www.dof.ca.gov/accounting/fscu/training/.</p> <p>Question: What are the requirements to transfer SWCAP recoveries to the General Fund?</p> <p>Answer: GC sections 13332.01-02 require departments to recover SWCAP costs from federal government and transfer the recoveries to the General Fund within 30 days after the end of each quarter. Control Section 8.54 of the 2010 Budget Act authorizes Finance to reduce any state operations appropriation for departments that have not recovered SWCAP from the federal government.</p>				<p>1</p> <p>GAAP information due to SCO.</p> <p>State Fund Accounting Course-Class 132 starts.</p> <p>Look for ICRP training announcement.</p>	<p>2</p> <p>Monthly UCM web update.</p>	<p>3</p> <p>Vendor payment purge.</p>
4	<p>5</p> <p style="color: red;">Labor Day</p>	6	7	8	9	10
11	12	13	14	<p>15</p> <p style="color: red;">Reminder:</p> <p>Run YEC/YEO before CA/FS</p>	16	17
18	19	20	<p>21</p> <p>Have you ordered and received all of your monthly CALSTARS reports?</p>	22	23	24
25	26	27	28	<p>29</p> <p>Last day to run monthly CA/FS by 10AM.</p>	<p>30</p> <p>Month-end rollover.</p> <p style="color: red;">PAY DAY</p>	<p>CALSTARS Frequently Asked Questions:</p> <p>www.dof.ca.gov/html/calstars/faq.htm</p> 

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October 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Look for Pro Rata/SWCAP Budget Letter. Monthly UCM web update.	4	5	6	7	8
9	10	11 Pro Rata/SWCAP assessment sheets due from departments to Finance budget analyst.	12	13	14 Reminder: Complete quarterly SWCAP transfer by end of the month.	15
16	17	18	19	20	21 Have you ordered and received all of your monthly CALSTARS reports?	22
23	24	25	26	27	28 Last day to run monthly CA/FS by 10AM.	29
30	31 Month-end rollover. 1st quarter CMIA reports due from departments. PAY DAY					

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November 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Monthly UCM web update.	3	4	5
6	7	8	9	10	11 Veterans Day	12
13	14	15 2nd quarter Pro Rata transfer by SCO.	16	17	18 Have you ordered and received all of your monthly CALSTARS reports?	19
20	21	22	23 Early processing day.	24 Thanksgiving Day 	25 Day after Thanksgiving	26
27	28	29 Last day to run monthly CA/FS by 10AM.	30 Month-end rollover. PAY DAY			

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December 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Question: Can departments pay claims against reverted appropriations from current appropriations? Does Department of Finance (Finance) need to approve reverted year claims?</p> <p>Answer: Departments may pay claims against reverted appropriations from any current year appropriation available for the same purpose, e.g., a claim against a reverted support appropriation may be paid from a current year support appropriation (GC Section 16304.1; SAM Section 8422.7).</p> <p>Finance approval is not required for such claims.</p> <p>FSCU Frequently Ask Questions: www.dof.ca.gov/fisa/fscu/fscu_faqs.htm</p>				1 Submit ICRPs to FSCU for review.	2 Monthly UCM web update.	3 Vendor payment purge.
4	5	6	7	8	9	10
11	12	13	14	15 Last day to correct 2011 reportable payments. Request P01/P02 Reports.	16 2011 reportable payments sent to FTB to create 1099s. Begin posting 2012 reportable payments.	17
18	19	20	21	22	23 Early processing day. Have you ordered and received all of your monthly CALSTARS reports?	24
25 	26 Christmas Day (observed)	27	28	29 Last day to run monthly CA/FS by 10AM.	30 Month-end rollover. Early processing day. PAY DAY	31

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January 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Question: How is the Budget Sequence number for an appropriation transaction determined?</p> <p>Answer: Use Budget Sequence number 001 for the initial authorization after Budget Revision (BR) 1. For Subsequent BRs, use the Budget Sequence number assigned to the BR by your agency's Budget Office. For Executive Orders, use the assigned Budget Sequence number on the CALSTARS website at www.dof.ca.gov/html/calstars/calsdocs/optools/budgetsequencenumbers.htm. Agencies can discontinue the use of the Budget Sequence number and the CALSTARS N report series by entering N in the Budget BUD SEQ indicator field located on the OC Table.</p> <p>CALSTARS Frequently Ask Questions: www.dof.ca.gov/html/calstars/faq.htm</p>						
1 	2 New Year's Day (observed)	3 Reminder: Batch dates must be 2012.	4 Monthly UCM web update. State Fund Accounting Course-Class 133 starts.	5 State Fund Accounting Course-Class 134 starts.	6	7
8	9	10	11	12	13	14
15	16 Martin Luther King, Jr. Day	17 Reminder: Complete quarterly SWCAP transfer by end of the month.	18	19	20 Have you ordered and received all of your monthly CALSTARS reports?	21
22	23	24	25	26	27	28
29	30 Last day to run monthly CA/FS by 10AM.	31 Month-end rollover. 2 nd quarter CMIA reports due from departments. PAY DAY	Review Accounts Receivables (ARs) to determine ARs to submit for FTB Intercept Program offset. More information on how to manage your department's ARs can be found at: http://www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf State Fund Accounting Course Spring Sessions Begin http://www.dof.ca.gov/accounting/fscu/training/state_fund_accounting_course/			

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February 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Question: What is Pro Rata?</p> <p>Answer: Fifteen entities provide various support services to state departments on a centralized basis. These entities, called “central service agencies” provide budgeting, banking, auditing, and other services that are funded by the state’s General Fund. Central service costs also include the costs of health and dental benefits for retired state employees. Special funds are required by law to reimburse the General Fund for their fair share of the costs of these services. The allocation of central service costs is accomplished through “Pro Rata”. Pro Rata assessments are paid by departments on a quarterly basis by SCO transfers. For more information, see SAM sections 8753-8754.</p>			1	2 Monthly UCM web update.	3	4
5	6	7	8	9	10	11
12	13	14 	15 3 rd quarter Pro Rata transfer by SCO.	16	17 Have you ordered and received all of your monthly CALSTARS reports?	18
19	20 Presidents Day	21	22	23	24	25
26	27	28 Last day to run monthly CA/FS by 10AM.	29 Month-end rollover.	Pro Rata Frequently Ask Question: http://www.dof.ca.gov/FISA/PROSWCAP/Pro Rata FAQs.doc		

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March 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Finance Website References: Department of Finance: http://www.dof.ca.gov/ CALSTARS Home Page: http://www.dof.ca.gov/accounting/calstars/ FSCU Home Page: http://www.dof.ca.gov/accounting/fscu .				1 PAY DAY	2 Monthly UCM web update.	3 Vendor payment file purge.
4	5 Look for CALSTARS Year-End Training schedule COM(s).	6	7	8	9	10
11	12	13	14	15	16	17 
18	19	20 	21 Have you ordered and received all of your monthly CALSTARS reports?	22	23	24
25	26	27	28	29 Last day to run monthly CA/FS by 10AM.	30 Month-end rollover. PAY DAY	31 Cesar Chavez Day

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April 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Start conducting Year-End meetings (use updated Year-End work plan). CALSTARS table log records back-up and purge process.	3 Set AS reversion indicators for CFY022 and CFY023 processes. Monthly UCM web update.	4 Register for CALSTARS Year-End Classes. Look for Pro Rata and SWCAP Training.	5	6 CFY022 process 1st Reports Only Run.	7
8	9 Reminder: Table Review: OC, AS, IC, PCA, LC, CA and EM before generating and creating FFY 2012 tables.	10	11	12	13 Reminder: Complete quarterly SWCAP transfer by end of the month.	14
15	16	17	18 CFY022 process 2nd Reports Only run. Look for Budget Letter on Year-End Financial Reporting Guideline.	19	20 Have you ordered and received all of your monthly CALSTARS reports?	21
22	23	24	25	26	27 Last day to run monthly CA/FS by 10AM.	28
29	30 Month-end rollover. 3rd quarter CMIA reports due from departments. PAY DAY	Look for Pro/Rata/SWCAP training announcement for May 2012 at: http://www.dof.ca.gov/accounting/fscu/training/ Accounts Receivable (AR) Toolkit-Assist state departments in managing of their accounts (AR). Visit AR Toolkit at: http://www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf Pro Rata/SWCAP/ICRP training this month.				

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May 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Question: What is the Statewide Cost Allocation Plan (SWCAP)?</p> <p>Answer: SWCAP is prepared annually by the Department of Finance, Fiscal Systems and Consulting Unit. The State of California provides certain services such as budgeting, accounting, auditing, payroll, etc., to operating agencies on a centralized basis. Since federally supported awards are performed within the individual operating agencies, a process is necessary to identify these central service costs and assign them to benefited activities on a reasonable and consistent basis. Departments recover their assigned costs from the federal government. The federally reviewed and approved, statewide central service cost allocation plan provides that process.</p>		1 CFY022 process Final Transaction Run generates liquidation and reclass entries.	2 Monthly UCM web update. First Day to run CA/FS for April.	3	4	5
6	7 Look for Pro Rata/SWCAP Workload Training for central service agencies.	8	9 Look for news item regarding SCO Fiscal Year-End Procedures.	10	11	12
13 	14	15 4 th quarter Pro Rata transfer by SCO.	16 CMIA Training 9:00 – 11:00 a.m. Redwood Room.	17 CFY023 process 1st Reports Only Run.	18 Have you ordered and received all of your monthly CALSTARS reports?	19
20	21	22	23	24	25	26
27	28 Memorial Day 	29	30 Last day to run monthly CA/FS by 10AM. PAY DAY	31 Month-end rollover.	<p>SWCAP Frequently Ask Question: www.dof.ca.gov/FISA/PROSWCAP/FAQs-SWCAP.htm</p> <p>Look for ProRata/SWCAP CSA Workload, Expenditure and Miscellaneous Training for June 2012 at: http://www.dof.ca.gov/accounting/fscu/training/</p>	

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June 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CALSTARS What's New: http://www.dof.ca.gov/accounting/calstars/whats_new/ 					1	2 Vendor payment purge.
3	4 Monthly UCM web update.	5	6	7 Review Vendor Number: "AAAAAAAAAA".	8 CFY023 process 2nd Reports Only Run.	9
10	11 Ensure FFY 2012 OC Table is established.	12	13	14	15	16
17 	18	19	20 	21 Have you ordered and received all of your monthly CALSTARS reports?	22 Ensure all FFY 2012 Tables are established and reviewed: OC, AS, IC, PCA, LC, CA and EM Table.	23
24	25	26	27	28 Last day to run monthly CA/FS by 10AM.	29 Month-end rollover. CFY023 process Final Transaction Run – generates reclass entries. Budget Letter prohibiting ORF disbursements issued if no budget is passed. PAY DAY	30 